eLMS Upgrade Resources and Training   July 5, 2011

Web-Based Training for Employees and Supervisors

The following web based training (WBT) are available in eLMS for employees and supervisors:

1) FAA30200666, Employee Tutorial - Using the FAA's eLMS
2) FAA30200667, Supervisor Tutorial - Managing My Employees in eLMS

Additionally, another WBT is planned for a future release date still to be determined.
FAA30200674, Using My Goals Workspace in eLMS (Target Audience is all employees.)

Web-Based Training for Administrators

The following web based training (WBT) will be available in eLMS on or about July 6 for eLMS administrators. A curriculum to apply the first four will be applied to all FAA eLMS Administrator's (not contractors) learning plans.

1) FAA30200666, Employee Tutorial - Using the FAA's eLMS
2) FAA30200667, Supervisor Tutorial - Managing My Employees in eLMS
3) FAA30200668, Administrator's Introduction to eLMS
4) FAA30200670, Running Reports in eLMS
5) FAA30200669, Record Learning in eLMS

The following WBT will be available for eLMS administrators after "Go Live", July 19, but before the end of July:

1) FAA30200671, User Management and Registering Users in eLMS
2) FAA30200672, Creating and Managing Scheduled Offerings in eLMS
3) FAA30200673, Creating and Managing Items in eLMS

eLMS Resource Center

On or about July 6 the eLMS Resource Center (http://www.academy.faa.gov/intranet/elmsadmin/AdminCrs/FAA_eLMS_Resources/pages/basic.htm) will include job aids, web based demonstrations, practices and frequently asked questions for the new version. This area is behind the FAA firewall. Contractors that do not have access to sights behind the FAA firewall will have access to training materials from a separate web location at: https://elms.faa.gov/contractors.html.

Some examples of the demonstrations and practices that will be available on the eLMS Resource Center by July 6 are:

Launch an Online Item - Try It   (Target Audience is all employees.)
Create a Direct Link - Watch It   (Target Audience is eLMS Administrators.)
View Curricula - Try It   (Target Audience is all employees.)

eLMS Upgrade Resources and Training Continued

Virtual Open Labs for eLMS Administrators

Open Labs offer hands on practice at your desk in the new version of eLMS using self paced exercises. No registration required. Exercises and instructions available on the eLMS Resource Center in the FAQ sections and in the Contractor training site July 6.

There will be expert assistance available online via live chat during the following **Instructor Office Hours**: July 6 through August 10 on Tuesdays and Wednesdays from 1 - 3 Eastern Time.

URL to access a live chat (please note this URL will only be available during the office hours listed above): http://faamarick.adobeconnect.com/elmsopenlabs/

Questions about eLMS upgrade resources and/or training? Send an email to:
9-AHD-Learning-Services@faa.gov